

**Human Resources Office  
Naval Postgraduate School  
Monterey, CA 93943-5000**

16 July 2001

From: Director, Human Resources Office

To: All Supervisors and Managers

Subj: PERFORMANCE FEEDBACK SYSTEM RATING OF RECORD

1. June 30<sup>th</sup> marked the end of the performance rating year and you should be finalizing the end of year feedback for all your employees. It is recommended that you request all employees submit end of year feedback. With this input and following your rating of each performance standard and the assignment of a summary rating, individual meetings with employees should be scheduled during the month of July in order to review the year's performance milestones. At that meeting the appropriate signatures and dates should be recorded in Block 10 to complete the process for the rating of record. Please make sure you make a copy of the completed feedback form for your employees.

2. As a reminder: **Employees may not be rated unless they have been on approved (signed and dated) performance standards a minimum of 90 days.** Also, please note that STEP students are not required to have performance ratings. If you have not established performance standards or have requests for extensions of the rating period should contact either Dawn Diaz at extension 2024 or Judi Farmer at extension 3055.

3. The award of a "Quality Step Increase" (QSI) is authorized in conjunction with the yearly performance rating. Should you determine that you have an employee who has performed well above the "Fully Successful" level and maintained that high level of performance throughout the year, you may nominate the employee for the award of a QSI. The justification for the QSI should be attached to the rating of record and must include the specific contributions of the employee and how the employee sustained performance of high quality significantly above the expected "Fully Successful" level. Some examples of contributions might be a significant improvement of service to the customer, setting an example by taking on a significant leadership role, and taking the initiative to streamline and improve business practices. **As QSIs increase the total civilian budget, Deans and Line Mangers must approved these awards and ensure they have sufficient funds to pay for them.** Please send your QSI nomination, justification, and completed feedback form directly to me no later than 1 August 2001. It is recommended that supervisors wait to notify employees nominated for QSI awards until after receiving final approval of the award.

4. All Performance Feedback System rating forms should be completed and forwarded to Ben Manzano in the Human Resources Office, extension 4106, by the close of business on 10 August 2001.

Julia A. Carpenter